

TERMS & CONDITIONS OF EXPRESSION OF INTEREST (EOI)
FOR RUNNING CANTEEN AT
GOA HOUSING BOARD, PORVORIM

(1)The forms of EOI will be available in the office of the GHB from 29/06/2017 to 07/07/2017 during the office hrs. on payment of RS. 500/- to be paid in cash.

(2)The EOI should reach the Office of Managing Director, Goa Housing Board, Porvorim, before **13.07.2017** upto to 4.00 p.m.

(3)The interested person may inspect the canteen premises on any working day from 29/06/2017 to 13/07/2017, during office hour.

(4)The envelope containing the EOI should contain the following documents:-

(a) **Annexure A** - signed by the Tenderer with documents mentioned therein.

(b) **Annexure B** - Rate list of items to be served in the canteen signed by the Tenderer.

(c) The tenderer has to submit **Notarized declaration on Rs. 50/- non-judicial Stamp paper** stating that the premises will be vacated within seven days from the date of issue of the directives from the Board. EOI without such Declaration will be rejected.

(d)The envelope of EOI should contain the **Annexure C** - Amount of monthly license fee which the tenderer is ready to pay for operating the canteen and utilizing the space provided.

(5) The EOI shall be accompanied by an Earnest Money Deposit (E.M.D.) of Rs.10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft from any Nationalized Bank payable at Panaji, drawn in favour of the Managing Director, Goa Housing Board, Porvorim-Goa or a cash receipt having been paid the amount with Accounts Section of Goa Housing Board. EMD of the unsuccessful Tenderer will be returned after finalization of the tendering process. EOI without EMD

shall be rejected. The E.M.D. is liable to be forfeited if the EOI is prematurely withdrawn by the Tenderer.

(6) The successful Tenderer shall deposit an amount equivalent to the license for a period of ten months as Security Deposit. The Earnest Money Deposit received at the time of opening of Tender shall be treated as a part of the Security Deposit and the same shall be adjusted in the total amount of Security Deposit payable. The Security Deposit shall be furnished in the form of Demand Draft from any Nationalized Bank payable at Panaji, drawn in favour of the Managing Director, Goa Housing Board, Porvorim-Goa or by cash to be paid in Accounts Section of Goa Housing Board and shall be forfeited in case of breach of any of the terms and conditions stipulated herein.

(7) Only such offers which are shortlisted and found to have met all the eligibility and qualification criteria set out in this Expression of Interest and the instructions stipulated herein will be considered.

(8) The rates of basic eatables to be served in the canteen shall be as indicated in **Annexure-B**. The rates of items other than specified in **Annexure-B** may be indicated separately. However, the same shall be subject to approval by the Managing Director. The Tenderer shall sign the **Annexure-B** as accepted and enclose with the EOI.

(9) Any other item can be provided by the successful tenderer at his discretion if he desires after obtaining prior approval for the same from the Managing Director.

(10) The successful tenderer shall supply soft drinks at the MRP printed on the bottle/packets.

(11) Experience, reputation and quality shall be the added advantage for the Tenderer.

(12) The Tenderer shall quote the amount of monthly license fee which he/she is willing to pay towards running of canteen and other details in **Annexure-C**.

(13) The charges in respect of Water and Electricity consumed by the successful tenderer for running the Canteen shall be borne by the Goa Housing Board, Porvorim-Goa. However, the successful tenderer shall not use hot plates, geysers, water heater etc. type electrical appliances which consume extra electricity.

(14)The successful tenderer shall possess and submit valid License issued by the Directorate of Foods and Drugs Administration, before commencing his operations in the Canteen.

(15)The successful tenderer shall maintain clean and hygienic condition in the kitchen and in and around the canteen premises/space.

(16)The EOI should be firm and unconditional. Conditional offer shall not be considered.

(17)The successful tenderer shall himself run the Canteen by employing the required staff. He shall not sublet any of the properties/space of Canteen facility to any other person/party or assign the contract to any other person, failing which the licence shall stand revoked.

(18)The successful tenderer shall not dispose the garbage of the Canteen anywhere in the Board Office Complex. The successful tenderer shall make his own arrangement for the disposal of day-to-day garbage and waste material at his own cost as per the rules in force.

(19)The successful tenderer shall vacate the premises in good condition after expiry of the licence period failing which the damages will be recovered from the Security Deposit.

(20)The successful tenderer and/or any of his staff shall not cause any public nuisance in and around the Canteen/Office premises. The successful tenderer and/or his staff shall not cause any damage, knowingly or unknowingly, to any movable/immovable property belonging to Goa Housing Board, Porvorim-Goa.

(21)The successful tenderer shall pay a monthly licence fee as quoted in the tender to the Board. The license fee shall be deposited by 10th of each calendar month in the Accounts Section of the Board and obtained receipt thereto regularly. In case of default in payment of licence fee by the successful tenderer within the due date, tenderer shall be liable to pay a penalty of Rs.100/- (Rupees one hundred only) or 0.5% of the license fee, whichever is higher, for each day of delay.

(22)In case of non-payment of license fee for consecutive three months with penalty by the successful tenderer, the contract shall be liable for termination and the license/permission for operation of the Canteen shall be revoked and the possession of the premises shall be taken without any notice period. In such circumstances the security deposit will be forfeited.

(23)The Canteen should be kept open on all working days for service continuously as per **Annexure-A** and the successful tenderer shall also adjust the timings to coincide with any functions/programmes/committee meetings, etc. to be organized in the office of the Board, Porvorim.

(24)The successful tenderer shall observe all the provisions under the Minimum Wages Act, 1948 (11 of 1948), the Goa, Daman and Diu Shops and Establishment Act, 1973 (Act 13 of 1974) and any other relevant laws for the time being in force.

(25)The Board will be provide with Plastic Tables (Circular type - 02 nos.), Plastic Chairs (12 nos), Office Tables (05), Big wooden table (01), Ceiling Fans (03), Tube-light with fixtures (03), Exhaust Fan (01) in the canteen premises to the successful tenderer. The successful tenderer shall be responsible for its proper handling and maintenance. Other than this, arrangement will have to be made by the successful

tenderer for utensils, etc. All these items should be in good condition and maintained in clean and neat condition.

(26)The Managing Director, Goa Housing Board, Porvorim-Goa, may introduce any other terms and conditions in the Agreement to be entered into/executed with the successful tenderer or alter/modify any of the terms and conditions stipulated herein.

(27)The food items served by the successful tenderer in the Canteen shall be of good quality. Pure and unadulterated material/ingredients shall be used in the preparation or serving any or all items. Items served shall be wholesome, nutritious and fit for human consumption.

(28)All directives of the Directorate of Health Services of the Government of Goa and Directorate of Food and Drugs Administration relating to food, cleanliness or any other matter shall be applicable and binding on the successful tenderer.

(29)In case of any complaint received from the staff/public regarding the quality and quantity of the item(s) served, the successful tenderer shall promptly rectify and maintain the quality of the items.

(30)The successful tenderer may sell items on credit to the public at his own risk and the Board shall in no way be held responsible or liable in part or full to pay for such sums of credit.

(31)A Supervision and Inspection Committee comprising of Housing Engineer, Office Superintendent and Estate Manager, Goa Housing Board which may jointly or individually visit the premises at least once in a month so as to inspect the premises in respect of the quality, quantity of the food items served and ingredients of the food and also the hygienic conditions of the canteen, personal hygiene of the staff, maintenance of kitchen hygiene and the cleanliness of surrounding environment. In case these are found

unsatisfactory, the contract/license granted shall be terminated on the recommendation of the Supervision and Inspection Committee.

(32)The successful tenderer shall execute the Agreement with the Goa Housing Board, Porvorim-Goa, on Non-Judicial stamp paper of appropriate denomination. The Agreement shall be executed within a period of 7 days from the issue of the order to that effect.

(33)In case the canteen is under repair/renovation and the successful tenderer is unable to operate the Canteen, then the successful tenderer shall not be liable to pay the licence fee for that period.

(34)If the successful tenderer contravenes any of the above Terms and Conditions or is found not paying monthly license fee and any dues regularly, the Agreement executed shall be terminated.

(35)The staff of the successful tenderer shall wear proper Uniform supplied by the successful tenderer which shall be clean and hygienic.

(36)Health Card shall be obtained by the successful tenderer for his employees from the Health Department.

(37)The EOI of a person who is found to be a defaulter in running the Canteen in the past shall not be considered. In case such defaulter submits a tender in the fake name, then, the matter will be brought to the notice of the Police for taking necessary action.

(38)The Tenderer shall also submit an attested/certified true copy of election card/driving licence/PAN Card/Aadhar Card as a proof of his identity.

(39)The menu specifying the food items and their respective rates shall be displayed on the notice board and on the canteen wall at a conspicuous place by the successful Tenderer for notice of the staff of the Board and public visiting the canteen.

(40)The Tenderer shall furnish the details of the staff proposed to be employed by him in the canteen to the Managing Director. Such details shall include their names, addresses and photographs and an attested copy of election card/driving licence/PAN Card/Aadhar Card for the purpose of identification.

(41)The tenderer shall have adequate staff to serve in the Board canteen.

(42)The successful tenderer shall make use of clean crockery and utensils while serving to V.I.Ps/Officers and the staff members of the Board and other visitors.

(43)The successful tenderer shall serve breakfast/refreshments/lunch, etc. only within the limits of Housing Board office Complex, Porvorim.

(44)The tenderer shall **sign each and every page**, forming part of the EOI as a token of his acceptance of the terms and conditions mentioned therein.

(45)The dealing of the successful tenderer and his staff with customers, employees, staff of Board, visitors and guests shall be polite.

(46)The canteen shall not be used by the successful tenderer for residential purpose of his family, staff, friends or relatives, etc.

(47)The successful tenderer shall provide filtered/purified water to it's customers in the canteen by fitting Aquaguard water filter at his own cost.

(48)In the event of any dispute or difference of opinion arising out of or in any way relating to or concerning these presents or effects of these presents, the same shall be referred to the sole arbitration of a person to be appointed by the Goa Housing Board. The successful tenderer shall not raise any objection to such appointment on the ground that such sole arbitrator is a Government servant or that in the course of his duties as such Government servant, he had expressed views on all or any of the matters in dispute or difference. In the event of such arbitrator being transferred or vacates his office or refuses or is unable to act as such for any reason whatsoever, it shall be open to the Board to appoint another person in his place. The arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was pending. The arbitrator may, with the consent of both the parties to these presents, extend the time for making the award. The award of the arbitrator shall be final and binding on the parties to these presents. Save as aforesaid, the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996) and the rules made there under shall apply to the arbitration proceedings under this clause.

(49)The Goa Housing Board reserves the right to amend or omit any of the terms and conditions stipulated hereinabove or add any other terms and conditions as it may deem fit at the time of signing the Agreement.

I/We further declare, confirm and undertake:

A. I/We am/are aware that The Goa Housing Board is not bound to accept any or all the Expression of Interest and will not be required to give any reason for rejecting any Expression of Interest.

B. The EOI form obtained from the office of the Goa Housing Board has not been changed or altered in any manner. I understand that only the conditions as appearing in the original will be treated as valid. For checking, the EOI form used by me will be compared and confirmed with the original

available with Goa Housing Board. If there are any changes/alterations, my Expression of Interest is liable to be rejected as per the discretion of Board.

C. I/We hereby confirm that, all the terms and conditions specified in this Expression of Interest form are acceptable to me/us. If this Expression of Interest Form is incomplete in any respect on my/our part, then the same is liable to be rejected at the discretion of Board.

D. I/We, the undersigned is/are submitting this EOI in a sealed envelope duly superscribed **“For running the Canteen in the office of Goa Housing Board, Porvorim”**.

E. I/We understand that this Expression of Interest Form for running the Canteen in the office of Goa Housing Board, Porvorim, is to be dropped in the Tender Box kept for the purpose at the reception of your above office address before **4.00 p.m.** on **13.07.2017** or it has to be sent by post so as to reach on the stipulated date by the stipulated time.

F. I/We are aware that, the tender will be opened at **4.30 p.m.** on **13.07.2017** in the office of Managing Director, Goa Housing Board, Porvorim, Goa and I am invited to be present at the time of the opening.

G. All the writings have been duly authenticated by signing beside such over writings.

H. There are 09 pages in the EOI and I have signed on each page.

Name: _____

Signature: _____

Contact No. _____

Date: _____

Place: _____

ANNEXURE - A

Canteen at Office of Goa Housing Board, Porvorim Goa : Open from 9.00 a.m. to. 5.45 p.m.

- 1) Full Name of the Tenderer :
- 2) Permanent Address :
- 3) Present Address: (with proof of residence) Attested copy of Voter Card/Ration Card/ Electricity Bill/ Telephone Bill/ Passport/Driving License/Adhar Card.
- 4) Details of experience in hotel/canteen management business (for last three years) Successful Tenderer should be actively engaged in running Canteen/Hotel since last one years.
(enclose proof from previous Licensing Authority)
Attested copy of valid license from Food & Drugs Administration will also be accepted as an experience certificate for running of Canteens. No Certificate from self/family member will be entertained.
- 5) Income Tax PAN No :
(Enclose the copy)

(T. S. Sawant)
Managing Director
Goa Housing Board

Signature of the Tenderer.

Name of the Tenderer.

A N N E X U R E - B

LIST OF EATABLES TO BE SUPPLIED IN THE CANTEEN AT THE OFFICE OF THE GOA HOUSING BOARD, PORVORIM, GOA

Sr. No.	Menu	Quantity	Average Rate
1.	Tea/Black Tea/Coffee	1 Cup	Rs. 8.00
2.	Special Tea/ Special Coffee	1 Cup	Rs. 10.00
3.	Pav-Bhaji	1 Plate	Rs. 15.00
4.	Samosa	1 no.	Rs. 8.00
5.	Batatwada	1 no.	Rs. 8.00
6.	Pattice	1 no.	Rs. 8.00
7.	Mirchi	2 pieces	Rs. 8.00
8.	Buns	1 no.	Rs. 8.00
9.	Veg. Thali (Standard)	1 plate (Rice, Dal Two Chapatis, Vegetables-two types, curd, Papad and Pickle)	Rs. 35.00
10.	Non Veg. Thali (Standard)	1 plate (Rice, Fish Curry, Vegetables, Fried Fish, Kokum Curry and Pickle)	Rs. 45.00
11.	Soft Drinks/Soda	---	MRP printed on the bottle/container/pack
12.	Mineral Water Bottle	---	-do-

Signature of the Tenderer

A N N E X U R E – C

DETAILS OF THE TENDERER AND FINANCIAL OFFER

(To be enclosed with EOI)

1. Full Name of the Tenderer :

2. Rate of Monthly license fee ready to pay :

Sr. No.	Place of Canteen	Rate of monthly licence fee (In figures & words)
1.	AT THE OFFICE OF THE GOA HOUSING BOARD, PORVORIM, GOA	Rs. (Rupees)

Signature of the Tenderer

N.B.: Please enclose two latest photographs of the Tenderer.

Paste here latest photograph of Tenderer
